INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR CHILD NUTRITION PROGRAMS

Please read the instructions carefully. The application consists of pages to be completed and returned with appropriate attachments. One copy is to be completed with original signatures and returned to the State Agency. A copy of the signed application packet and an approval letter from the South Dakota Department of Education, Child and Adult Nutrition Services, will be sent to you after it has been determined that the information meets all guidelines and regulations.

Return the application according to the due date in the upper left corner of the Combined Application. Review of information and approval of the application is a lengthy process. During this time, the State must secure and approve your materials if changed from the prototypes in Policy Statement Attachments.. Your cooperation in submitting them on time and with accuracy will be sincerely appreciated. If you deviate from any of the attachments (letter to parents, application form, etc.), you must secure the permission of Child and Adult Nutrition Services prior to releasing them for distribution.

The application is available on the website for downloading and completing on your own computer at www.doe.sd.gov/cans/index.asp . Go to the appropriate program (CACFP, NSLP, SMP, and SFSP) to access the electronic version. Note there are changes from the prior year if you are using a previous copy. Original signatures or agency- approved electronic signatures are acceptable. The application can be submitted on paper or electronically.

COMBINED APPLICATION -- PART 1

All agencies complete and return one copy of Part 1, regardless of how many programs the agency operates. This section has general information about all programs.

A.   LOCAL AGENCY DATA
Addresses and Phone Numbers - this is information for the local agency where mail will be sent for the authorized representatives and claim representatives for all programs the agency operates unless changes are noted on page 2.

The second address requested is for package delivery. This applies to agencies that use a PO Box for their mail. A physical street address is required for packages sent through package delivery services.

B.   PROGRAMS
Check the program(s) the local agency is applying to operate. The Food Distribution Program (USDA Foods) box should be checked if the SFA or SFSP agency plans to order USDA Foods. It is possible that the Local Agency is not aware of all plans for providing meals in the summer. Documents for SFSP and SSO will be mailed in the spring and must be completed and submitted for program approval..

C.   MEAL/MILK COUNT METHOD
It is imperative that all agencies maintain a reliable method for taking meal counts each day at each meal service. There are many acceptable methods for completing meal counts. Check whether point of service is used or an alternate method will be used.

Point-of-service means that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or paid meal, or free or paid milk has been served to an eligible child. This is traditionally at the end of the serving line.

Alternate systems mean the count is taken in a different manner. Alternate systems must be approved by CANS. A couple of examples: 1) Meals are served family style and the names of children are checked on the roster immediately after they have been served and a determination is made that meals claimed are reimbursable. 2) Tickets are taken or roster is checked off at the beginning of the meal service line and the last person in the line or a lunchroom supervisor placed at the end of the line observing all meals makes sure that all children have the right number of food items on their trays. 3) Children are seated and their individual meals are brought to them. The names of children are checked on the roster immediately after they have been served. Provide additional information to describe any alternate systems used by each site in the Local Agency.

If your SFA uses a computer software program for daily meal counts, please provide the name of the software program or package. CANS often times get requests from schools and agencies for what programs are being used in South Dakota. The information provided can help CANS give assistance. The information is not released to any companies.

D. **PRODUCTION RECORDS**
Production records must be maintained for all child nutrition programs, except the Special Milk Program and in day care homes. A prototype has been provided by the State Agency (CANS) for each program. The one for school meals can be found in SD NSLP Memo #9A. CACFP is in the production records book, and SFSP is distributed at training.. If the local agency has developed its own production record or is using one from a company (such as a computerized method), check the alternate form box and include a copy of what is used for state approval. Any changes to the state prototype form or use of a different form must have CANS approval before using. CACFP agencies should indicate the number of production record books needed – a maximum of one per site.

E. **PERSONNEL**
This item requests information for personnel for all programs and the address and contact for USDA Foods (commodity) delivery. Sometimes the same person is responsible for all areas of all programs. If that is the case, it is not necessary to complete the information repeatedly. Just write "same" on the top line of that section. The names of the programs are in the columns and the information being requested relative to each program is listed in the rows on the left.

- Authorized Representative is the person designated and authorized by the governing board to enter into contracts on behalf of the local agency and must be administratively responsible to Child and Adult Nutrition Services for all administration and operation terms of the Child Nutrition Programs. A separate mailing address for the authorized representatives can be listed. NOTE: the second contact name and e-mail is for someone who can also be contacted at the agency when the first person may not be available. This is only needed for those agencies that have one person responsible for all areas. This would be used only in emergencies.

- Claim Representative is the person responsible for completing the claims for reimbursement and the person who should be contacted in case of questions regarding the claim. Mail for the claim representative is sent to the mailing address from page 1.

- <u>Food Service Director</u> is the person responsible for food service/nutrition program operations at the local agency. This person will receive the commodity order blank. This person is sometimes located in a different building. A separate address can be used for the food service director. A separate page will come with the first order blank requesting information for emergency contact information, second party contact, and commodity order information.

- <u>USDA Foods Delivery Address</u> is the physical address (not PO Box) where the <u>USDA Foods</u> will be delivered if the agency receives them. Fill in the appropriate blanks if the contact person, delivery address, or any other information related to the commodity delivery is different from information provided previously. Child and Adult Care Food Program and Special Milk Programs do not receive commodities. If there are multiple delivery addresses, please add a page with the appropriate information. The charge for each extra drop is $50.

F.   SITE SUMMARY

This item asks for the name of <u>each attendance center</u> and some relevant information. Each attendance center should be listed, whether or not they are all in the same building. Generally, the attendance centers listed should be the same as those reported to the Department of Education. You will use these same sites when you complete the October Survey of Data. Attendance centers that are split between buildings should be noted and separate information provided for them on this application. The columns on the left list the various programs in which a site can participate. The city is needed to help identify the siteAttach additional pages if necessary.

The <u>type</u> of center varies by program.

CHILD AND ADULT CARE FOOD PROGRAM

ADCC - Adult Day Care Center
ASC - After School Care
CC - Child Care Center
CCCH - Child Care Center - Head Start & Early Head Start
CCCO - Child Care Center - Other
DCH - Day Care Home
ES - Emergency Shelter
GFDCH - Group Family Day Care Home
OSH - Outside School Hours
XX - Title XX for Profit Center

SCHOOL NUTRITION PROGRAMS
(NATIONAL SCHOOL LUNCH & SCHOOL BREAKFAST)

EL SCH - Elementary School
JHSCH - Junior High School
MSCH - Middle School
PSCH - Pre School
RCCI - Residential Child Care Institution
SHSCH - Senior High School

SPECIAL MILK ONLY

EL SCH - Elementary School
JHSCH - Junior High School
MSCH - Middle School
NPN - Nonprofit Nursery
PSCH - Pre School
SC - Summer Camp
SH - Settlement House
SHSCH - Senior - High School

SUMMER FOOD SERVICE PROGRAM AND SEAMLESS SUMMER SITES

CAMP - Residential Camp
ENRL - Enrollment Site
MIGR - Migrant
NRC - Nonresidential Camp
NYSP - National Youth Sports Program
OPEN - Needy Area

SVCI - Service Institution

The Begin Date and End Date are the beginning dates of the program and the end date of the program. The agreement covers the federal fiscal year of October 1 through September 30. We realize the end date may be an estimate based on schedule changes, such as make-up for bad weather.

Operating Days per Week - Circle which days per week is this attendance center open. Meals in NSLP and SBP can only be claimed on days the school is in regular session. Meals served on "tutoring days" cannot be claimed as part of NSLP/SBP.

Total Number of Operating Days - How many days per year does this attendance center intend to operate?

NSLP only - If Afterschool Snack is offered as part of NSLP, circle the days the agency offers the snack.

G.   CONTRACTS
List any contracts that were answered with a "yes". Attach a copy of that contract for approval.

H.   ATTACHMENTS
Include copies of required documentation and check which documents are attached. New Local Agencies that are private nonprofit must provide proof of their tax-exempt status under section 501(c)3 of the amended IRS code. The verification and edit checks are no longer requested as forms and procedures for that are standardized for all schools. If you wish to have an alternate edit check form reviewed, that can be sent in with such a note.

I.   AUTHORITY
The authority for program operation is provided in Section I.

J.   ASSURANCES
This section provides assurances that the program will be operated according to program requirements, and that the agency has not been suspended or debarred.

Complete and return one copy of the combined application with the appropriate Part 2 (Specific Program Sections) and Part 3 (Site Information Sections) to

Child and Adult Nutrition Services - DOE
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